

Moses Lake Municipal Airport Commission

A regular meeting of the Moses Lake Municipal Airport Commission was held on Thursday, August 03, 2023, at 6:00 p.m. The meeting was called to order by Richard Pearce.

P = Present E = Excused A = Absent C = Canceled

Name	Jan 5 26	Feb 9 23	Mar 9	Apr 6 27	May 4	Jun 8	Jul 6	Aug 3	Sept 7	Oct 5	Nov 2	Dec 7
Rod Richeson	P P	P P	P	P P	P	P	P	E				
Richard Pearce	P P	P P	P	P P	P	P	P	P				
Finley Grant	E P	E P	P	P P	P	P	P	E				
Darrin Jackson	P P	P P	P	P P	P	P	P	P				
Richard Waltman	P P	P P	P	P P	E	P	P	P				

COMMISSION MEMBERS PRESENT/ABSENT/EXCUSED: **Present:** Darrin Jackson, Richard Pearce, and Richard Waltman (via Zoom). Mr. Jackson made a motion to excuse Mr. Richeson and Mr. Grant from the meeting. The motion was seconded by Mr. Waltman and passed unanimously.

OTHERS PRESENT: Trisha Kehret, Engineering Administrative Technician, Rich Huebner, Assistant City Manager, and Leigh Ramsey, Municipal Services Accountant.

VISITORS: Council Member David Eck, and Ward Bischoff.

MINUTES OF JULY 6th MEETING: A motion was made by Mr. Jackson to approve the minutes of the July 06, 2023, meeting. The motion was seconded by Mr. Pearce and passed unanimously.

AUGUST INSPECTION REPORT: Mr. Waltman stated the windsock needed repair on the Wind "T", one of the restroom toilets was plugged, and an end light on the runway needed attention. He made all the necessary repairs. Mr. Waltman was advised that the inspection reports need to be recorded and turned into the city for official record.

OLD BUSINESS:

1. **SCIP PROJECTS:** Mr. Richeson compiled a list of eight future projects with descriptions and estimated costs to add to the SCIP. Mr. Pearce made a motion to approve this list of projects and present it to the City Council for acceptance to submit to the state. The motion was seconded by Mr. Jackson and passed unanimously.

2. **OPS BUILDING USE:** Three entities that use the Ops Building on a monthly or quarterly basis are, the EAA Club, the Moses Lake RC Modelers, and the Crab Creek Riders. It was suggested that the EAA be able to use the Ops building at no charge because they donated the building to the city. The RC Modelers are already paying for rented ground at the airport and Mr. Pearce made a motion to approve the RC Modelers to use the Ops building and be billed along with their lease billing for the rented ground. The motion was seconded by Mr. Jackson and passed unanimously. Mr. Huebner stated that this motion would have to be a recommendation to the City Council. The Crab Creek Riders have been using the Ops building for years at no charge and Mr. Pearce stated that he would like to start charging them for the use of the building. Mr. Huebner will talk with City Attorney, Katherine Kenison about doing an analysis to determine a fee for renting the building and possibly doing a one-time fee to cover the whole year. He will also ask her if the RC Modelers fee can be wrapped into the lease fees.

NEW BUSINESS:

1. **FINANCIAL REPORT:** The financial report for the month of June was similar to May's report. Mr. Jackson moved to accept June's financial report. The motion was seconded by Mr. Pearce and passed unanimously.
2. **TIE-DOWN INSPECTION REPORT:** In a previous study session, there was discussion of tie-down inspections and updating the fee schedule for the tie-downs. When the inspection report is being done, the "N" numbers from the airplanes using the tie-downs need to be recorded. Mr. Waltman stated he will record "N" numbers and leave notes and payment envelopes on the planes when doing the inspections.

STAFF REPORT:

1. **CARB LOAN APPLICATION SCHEDULE:** Mr. Huebner looked up the Community Aviation Revitalization Board (CARB loan program) and they previously accepted applications through the previous cycle from 2021-2023. The state has not put any updated information on the website for 2023-2025. Mr. Huebner will keep an eye out for the update. Mr. Jackson suggested that Mr. Huebner reach out to President of the Committee, Rich Mueller for more details. Mr. Huebner will contact Mr. Mueller and bring an update to the next meeting.

2. **UPDATE ON VARMINT CONTROL:** Mr. Huebner stated that Brian Baltzell reported after investigating options for varmint control, that the city can try to eradicate the rock chuck issues on the airport site with the use of air rifles. He will talk with finance about purchasing the necessary equipment. Mr. Jackson stated he has all the necessary equipment and is requesting permission from the city for a commissioner to proceed with the eradication of the varmints.
3. **UPDATE ON COMMISSION MEMBER OBTAINING A SPRAYING LICENSE:** Mr. Huebner stated that Mr. Baltzell reported back that it is allowed for a commission member to obtain a spraying license, but the member would need a Public Operators license as well as a normal spray license. Mr. Baltzell will talk with finance about the airport budget and if they do or will have a budget for training/certification. The city would need spray records provided for their spraying efforts and record retention.
4. **UPDATE ON TERMINATING OPS BUILDING PHONE LINE:** Mr. Huebner reported that he has given direction to the Information Technology Department to terminate the Ops building phone line.
5. **UPDATE ON ADDITIONAL INSURANCE FOR OPEN HOUSE:** Mr. Huebner reported that if the open house is held in one location such as the Ops building, then that would be considered normal operations. If the open house is going to be walking out on the runway and touring the different businesses and hangars, then that would be considered a special event and require additional insurance.

MISCELLANEOUS:

1. Ward Bischoff asked for an update on the price for renting parcel 14 and 15 with the buildings that were formerly Tom Dent's vs leasing bare ground and building. Mr. Huebner explained that the city is currently undergoing an appraisal of the airport property to get a fair market value. The rental rate will be determined after the appraisal is done which will be within 2 months from now.
2. Mr. Jackson submitted an invoice to Mr. Huebner from NW Agriculture and a receipt from Mr. Grant for purchasing bolts for the HedgeHog. He turned in volunteer timesheets for the months of June and July.

Mr. Jackson also stated that there may be an L&I claim for Mr. Grant who had to go to the emergency room on July 17, 2023, with heat stroke after pulling weeds at the airport.

Mr. Waltman made a motion to adjourn the meeting. The motion was seconded by Mr. Jackson and passed unanimously. The meeting was adjourned at 6:42 p.m.



Trisha Kehret, Engineering Administrative Technician